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Charles W. Dabney, 1887-1904

Office of the President

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12-29-1893

## **Official Notice-December 29th, 1893 Responsibilities of University Departments**

Responsibilities of University Departments

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Dabney

UNIVERSITY OF TENNESSEE.

Knoxville, December 29th, 1893.

OFFICIAL NOTICE.

To all concerned:-

In accordance with the directions of the Board of Trustees, the following distribution of work is announced for the information of all concerned:

DEAN. General officer of government and discipline in college; duties as heretofore. Will have charge of all public exercises. All plans for such exercises, lectures, etc., must be submitted to him for approval before announcement. Will represent the University on public occasions; have general oversight of all lectures, classes, and recitations in the academic department and make proper provision in the absence of regular teachers, etc. He will preside at Faculty meetings and see that reports of officers and committees are submitted in writing, etc.

COMMANDANT OF CADETS. Duties as heretofore. He is requested to prepare a monthly report for the Faculty meeting and the President.

PRESIDENT'S OFFICE. Will be in charge of Prof. Karns, who will look after all general correspondence, canvassing for students, correspondence with students, advertising, newspaper work, etc.

REGISTRAR. Will keep records, register students, as heretofore, and will, in addition, look after entrance examinations, keep records of the examining committee, take care of the list of accredited schools, arrange for local examinations, and send out certificates of admission and of free scholarships.

BURSAR. Will look after the finances and control expenditures, in accordance with the appropriations made by the Board, act as purchasing agent for general supplies, and will manage the book room. He will receive and disburse all monies at the University; keep records of appropriations and requisitions; receive, audit, and pay all bills.

SECRETARY OF THE FACULTY. Will see that Faculty meetings are called and that reports of officers and committees are submitted in writing and forwarded to the President, along with a brief summary of business transacted by the Faculty.

BUILDINGS AND GROUNDS. Will be in care of Prof. Vanderford, who will direct the work and expenditures of carpenter and hands who work on the grounds. Will see that the horses, tools, and other property used on the buildings and grounds are cared for; note damage, trace it to its proper source, and assess amount to be charged for the same, which will be reported to the Bursar. Prof. Wait will have charge of Science Hall, Mr. McColl of the mechanical building, the general secretary of the Y.M.C.A. Building, Prof. Vanderford of the agricultural building, as heretofore; but the other buildings are in immediate charge of Prof. Vanderford.

LIBRARY. Prof. Henneman will represent the President in the direction of the affairs of the library. All improvements and changes in the library will be submitted to him for approval, and reports will be made through him to the Faculty and President.

SECRETARY OF THE EXPERIMENT STATION. Will be the executive officer of the Station and direct all of its affairs, in accordance with the provisions and orders of the Board or the executive committee.

Each officer of the University is expected to prepare a monthly report, in writing, for the Faculty and for transmittal to the President. Additional detailed directions will be given each one.

Chas. W. Dabney, Jr., Prest.